

Supplementary Reference: **552**

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Approval to Access and Process Classified National Security  
Information via  
Automated Information System Equipment

USAID/W

The following is a sample memorandum for the record authorizing USAID/W personnel, contractors, and vendors, who are cleared U.S. citizens, access to classified national security information, and authorizing the named individual to process such information on specified automated information system equipment. In no case shall foreign nationals be authorized to access or process classified national security information.

DATE  
MEMORANDUM  
FOR THE RECORD

TO: Site ISSO for Classified Processing in   A  

FROM:           B          

SUBJECT: Approval to Access and Process Classified National Security  
Information

As manager of   C   I have determined that   D   has a requirement to access and/or process classified national security information up to and including the   E   level. The Office of Security (SEC) has verified that   D   has a   E   security clearance.

I understand that should   D   no longer have a need to access and/or process classified national security information your office shall be promptly notified by my office.

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A = Name of bureau/Directorate and facility (e.g., SA-1, State Department, SA-3, etc.)

B = Name and office identifier of program manager or division chief

C = Name of bureau, program or division (e.g., IRM, FHA, LAC or etc.)

D = First and last name of individual being approved for access

E = Indicate one of the following: CONFIDENTIAL, SECRET, TOP SECRET

## USAID Missions

The following is a sample memorandum for the record authorizing USAID mission personnel, contractors, and vendors, who are cleared U.S. citizens, access to classified national security information, and authorizing the named personnel to process such information on specified automated information system equipment. In no case shall foreign nationals be authorized to access or process classified national security information.

DATE  
MEMORANDUM  
FOR THE RECORD

TO: Site ISSO for Classified Processing in  A

FROM:  B

SUBJECT: Approval to Access and Process Classified National Security Information

As the USAID Director (Representative) for  A  I have determined that  C  has a requirement to access and/or process classified national security information up to and including the  D  level. Either SEC or Regional Security Officer has verified that  C  has a  D  security clearance.

I understand that should  C  no longer have a need to access and/or process classified national security information your office shall be promptly notified by my office.

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A = Name of mission  
B = Name and functional title e.g., Director, Representative, Chief)  
C = First and last name of individual being approved for access  
D = Indicate one of the following: CONFIDENTIAL, SECRET, TOP SECRET